

NORTHFIELD BOARD OF SELECTMEN MEETING
Minutes of the meeting of Tuesday, April 22, 2014

Present: Sel. Shepard, Sel. Crowley, Sel. Waldron

Also Present: Richard Pelletier, Beverley Cullen, Maureen Bouchet, David Townsend, Sally Robert, Kathy Keyser, Bill Dawson, Chief Raffaely, Christine Raffaely, Johnny Van Tassel, Glenn Smith,

The meeting was called to order at 6:30pm

1. Public Appointments

The Chair recognized David Townsend who reviewed the work of Tilton-Northfield Rotary. Mr. Townsend invited the town to participate in Rotary, Tilton is represented and they would like to have balance between the two towns. Dues are \$125/year. Sel. Shepard said that she is interested and will attend the Rotary meeting of April 30th. Mr. Townsend also distributed information on the Legal Shield employee benefit.

The Chair recognized Richard Pelletier who discussed issues he is having with water in his basement. He believes that the problem stems from a failed culvert and catch basin adjacent to his home. Board members discussed the situation with Highway Superintendent Johnny Van Tassel, who reviewed photos of the area. Kathy Keyser, David Townsend and Beverly Cullen provided information on other drainage and catch basin issues in the area. Johnny said he would shim the low area on Holmes Street that allows water to collect next to Mr. Pelletier's home and clean and repair the catch basin if necessary. He also said that he believes the town needs to conduct a comprehensive review of the culverts and catch basins in the village area.

The Chair recognized Bill Dawson who inquired as to when the spring weight limits would be lifted. After discussion the Board agreed to lift the weight limits effective immediately. Mr. Dawson also asked the Board to renew its endorsement of the designation of the Upper Merrimack River as a wild and scenic river. The Upper Merrimack River Local Advisory Committee had sought this designation in 2009 and the town supported the effort at that time. The 2009 effort was not fruitful and UMLAC is once again seeking the designation. Board members asked Glenn to find the 2009 endorsement letter.

The Chair recognized Maureen Bouchet who thanked the road crew for their work on Hodgdon Road. She inquired as to when the crew would work on the Sargent Street railroad crossing. Johnny said he is working with the state on this and will continue to do so.

2. Highway Department

Johnny Van Tassel reported that three bids for Highway Department uniform servicing had been received in response to our RFP. He reviewed the bids, noting that the low bid had been filed by G&K Services. **Waldron/Shepard** moved to accept the bid of G&K Services and authorize Johnny Van Tassel to sign a contract on behalf of the town. **Motion passed.**

Johnny reported that the truck bids were opened earlier in the day. He reviewed the bids and recommended accepting the chassis bid from Irwin Motors. **Waldron/Crowley** moved to reject the up-fit bids as unresponsive, Sel. Waldron noting that the bid documents called for a poly plow. One bidder bid a poly plow and a substandard spreader, the other bid a plow from unknown vendor. He also noted that one bidder has bid a substandard spreader and a plow from an unknown vendor. The board approved by consensus that if the motion passes then

they will solicit bids from specific vendors instead of repeating the public bid process. **Motion passed.** **Crowley/Shepard** moved to accept the chassis bid from Irwin Motors. **Motion passed.**

Board members discussed recruitment for the vacant position in the Highway Department and authorized Johnny and Glenn to begin recruitment activities for a Truck Driver/Light Equipment Operator immediately.

Johnny reviewed the proposed line painting RFP with Board members who inquired as to how the standards outlined in the proposal would be met. Johnny reviewed verification procedures. Board members approved the format of the RFP and asked Johnny to come back with a list of recommended road striping projects for this year so the quantity may be established.

Johnny discussed the summer schedule with Board members. Board members agreed by consensus to stay with the 5/8 schedule throughout the summer.

Sel. Crowley noted that a resident had approached him concerning signage for the town cemeteries. He recommended that the Board ask the resident to develop recommended signage to identify town cemeteries. Board members concurred.

Sel. Crowley asked for an update concerning the earlier request to close Class VI roads in the spring. Glenn noted that state statute does not allow for this, public roads must be open to the public. The town is allowed to erect a gate if the voters create a Class VI road 'subject to gates and bars' but even in such cases the gate cannot be locked. It was noted that the placement of stones on the Class VI section of Scribner Road, which is subject to gates and bars, is not proper as they cannot be easily moved. Board members asked Johnny to fabricate a gate for Scribner Road. Sel. Crowley asked if Steve Sawicki had been informed of the results of the research; Glenn replied that he had.

3. Police Department

Chief Raffaely reported that the new cruiser will be in during July and will be a 2015 model, which Grappone will provide at no additional cost. He also presented a grant application in the amount of \$6,488.50 for DWI enforcement patrols. Board members approved submission of the application.

Chief Raffaely noted that there had been some concerns about advertising a Police Association raffle in the Northfield News. Sel. Waldron noted that he was concerned that Association members may be conducting Association business, such as selling raffle tickets, while on duty and that this is inappropriate as the Association is an independent non-profit entity. After discussion Board members agreed that advertising the raffle in the Northfield News is appropriate as long as the ad does not advise people to visit the police station to buy tickets. Chief Raffaely said that the ad can reference his cell phone and he will personally make sure that tickets are not sold while he is on duty.

4. Administration

Town Administrator Glenn Smith noted that a meeting had been scheduled for Thursday 3:00pm at Cannon Bridge to discuss the bridge repair project. He also noted that employees have been slow to sign up for CDHP orientation classes; Board members discussed the situation.

Glenn reviewed an outline for updating the pay and benefits study which Board members discussed and

tentatively approved. He presented a proposed request for bids for an air conditioner system which Board members reviewed and updated. After discussion, Board members approved the RFB as modified and authorized the solicitation of bids.

Waldron/Crowley moved to reappoint Kevin Sturgeon as a member of the Capital Improvement Program Committee through March 2015. **Motion passed.**

Glenn reviewed vacant positions on Town Boards and Committees, Board members authorized advertising for these positions. Board members approved a proposed letter to NHDOT concerning Welcome to Northfield signs as modified. Glenn reviewed a proposed procedure for contacting the town attorney. Board members proposed revisions to the procedure and asked Glenn to bring a revised copy to the next meeting.

Johnny Van Tassel noted that he is working on an RFP for Rand Road; Board members asked that it be put on the next agenda. He also informed the Board that repairs to Truck 4 are estimated to cost \$3,200 to \$3,500.

5. Non-Public Session RSA 91A-3 IIa

Shepard/Crowley moved to enter into non-public session under the provisions of RSA 91-A3IIa at 8:50pm. **Motion passed by unanimous roll call vote.** Present at the non-public session were Chief Raffaely, Glenn Smith **Shepard/Crowley** moved to reconvene the public session at 9:40pm. **Motion passed by unanimous roll call vote.**

Crowley/Shepard moved to seal the minutes of the non-public session under the provisions of RSA91-A:3 II because divulgence of the information likely would affect adversely the reputation of any person other than a member of the board itself. **Motion passed by unanimous vote.**

Board members reviewed general correspondence and payroll and accounts payable manifests.

Shepard/Crowley moved to approve the minutes of the meeting of April 8, 2014. Motion passed.

6. General Business

Board members reviewed general correspondence and payroll and accounts payable manifests.

Shepard/Crowley moved to approve the minutes of the meeting of April 8, 2014. Motion passed.

There being no other business the meeting was adjourned at 9:40pm

APPROVED BY THE NORTHFIELD BOARD OF SELECTMEN ON MAY 13, 2014